

Records Retention Schedule

SS ARC 932 (07/07)

Louisiana Secretary of State, Division of Archives, Records Management and History
Post Office Box 94125, Baton Rouge, LA 70804

Http://www.sos.la.gov

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Agency No	Agency / Division / Section	Retention Period				Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention						
1	FMLA Record	ACT+ 3 FY	0	ACT+ 3 FY	C	S	N	I	ACT= until the end of the FY in which the FMLA period expires. (originals retained by DOA/HR)	
2	Personnel Files	Act + 3 FY	0	Act + 3 FY	M	S	N	I	Originals retained by DOA/HR Active = Until the end of the FY in which employee separates from agency	
3	Grievances Files	Act + 5 FY	0	Act + 5 FY	C	S	N	I	Active = Until the end of the FY in which the matter is closed	
4	Position Descriptions (SF3)	ACT+ 3 FY	0	ACT+ 3 FY	P	S	N	I	ACT= until the end of the FY in which the description is abolished or is superseded. (originals retained by DOA/HR)	
5	Purchase Orders & Requests	ACT+ 3 FY	0	ACT+ 3 FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received. (originals retained by ORM accounting unit)	
6	Applicant Data	ACT+ 2 FY	0	ACT+ 2 FY	M	S	N	I	ACT= until the end of the FY in which the position is filed or closed. (originals retained by DOA/HR)	
7	Identification Badge files	ACT+ 6 MO	0	ACT+ 6 MO	M	S	N	U	ACT= until the end of the month created or received. (originals retained by State Buildings for 3 years)	
8	ORM Organizational Charts	PERM	0	PERM	P	R	N	I		
9	Office of Telecommunication Service Orders	ACT+ 3 FY	0	ACT+ 3FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received.	

Permitted Retention Period Abbreviations ACT – Active Period (when used define term in remarks column) FY- Fiscal Year (July 1- June 30) CY – Calendar Year (Jan 1 – Dec 31) AY – Academic Year (Aug 1 – July 31) FFY – Federal Fiscal Year (Oct 1 – Sept 30) MO – Months WK – Week DY - Day(s) PERM – Permanent	Security Status Codes P – Public Record M – May Contain Confidential Information C – Confidential Information Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)	State Records Center Use Y – Yes N – No Vital Record Identification Code V= Vital I = Important U= Useful	Agency Abbreviations FMLA= Family Medical Leave Act ORM = Office of Risk Management
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M. J. Will
Agency Approval

5-6-2014
Date Signed

Carrie Martin, CR4 11/13/14
Secretary of State, State Archives & Records Services Date Approved

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	Office of Risk Management/Division of Administration/Administration Unit								
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks
		In Office	In Storage	Total Retention					
10	Vehicle History Files	ACT + 3 FY	0	ACT + 3 FY	P	S	N	I	Active = until the end of the FY in which the vehicle is surplus or disposed of.
11	Time and Attendance Records	ACT + 5 FY	10	ACT + 5 FY	M	S	N	V	ACT = until end of the FY year created
12	Training History Files (CPTP)	ACT + 3 FY	0	ACT + 3 FY	P	S	N	U	ACT = until the end of the FY created or received (originals retained by DOA/HR)
13	Property/Inventory Records	Act + 4 FY	0	Act + 4 FY	P	S	N	U	ACT = until the end of the FY in which the record is created or received. (originals retained by LPAA)
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		Archival Processing Codes A – Transfer to State Archives R – Retain in Agency Archives S – Review by State Archives O – Other (Specify in Remarks)		Vital Record Identification Code V= Vital I = Important U= Useful					

M. J. W. L.

Agency Approval

5-6-2014

Date Signed

Carrie Martin, CLM

Secretary of State, State Archives & Records Services

11/13/14

Date Approved

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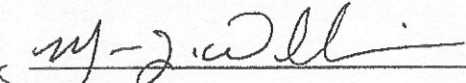
R2014-269

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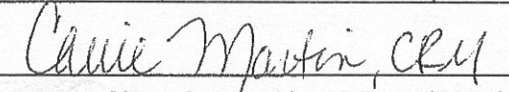
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Agency No	Agency / Division / Section					Security	Archival	State Records Center	Vital	Indicate Use of Form
	Office of Risk Management /Division of Administration/ Loss Prevention									<input checked="" type="checkbox"/> ORIGINAL SUBMISSION <input type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
1	STARS Audit Documents	ACT+ 3FY	0	ACT+ 3FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received.	
2	Audit Results By Fiscal Year	ACT+ 3FY	0	ACT+ 3FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received.	
3	Audit Review Requested By Agency	ACT+ 3FY	0	ACT+ 3FY	P	S	N	U	ACT= until the end of the FY in which the record was created or received.	
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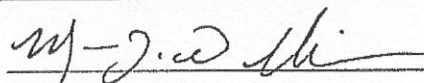
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Agency No		Agency / Division / Section			Security	Archival	State Records Center	Vital	Indicate Use of Form	
		Division of Administration/ Risk Management / Accounting Unit							<input type="checkbox"/> ORIGINAL SUBMISSION <input checked="" type="checkbox"/> RENEWAL <input type="checkbox"/> REPLACEMENT PAGE <input type="checkbox"/> ADDENDUM PAGE	
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
11	Cancelled Checks	ACT+ 20 FY	0	ACT+ 20FY	P	S	N	V	ACT= until the end of the FY in which the record is created or received.	
12	Financial Reports	ACT+ 10FY	0	ACT+ 10FY	P	S	N	V	ACT= until the end of the FY in which the record is created or received.	
13	1099's	ACT+ 5FY	0	ACT+ 5FY	P	S	N	V	ACT= until the end of the FY in which the record is created or received.	
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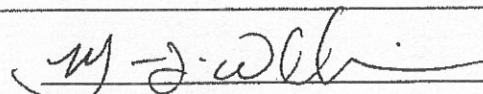
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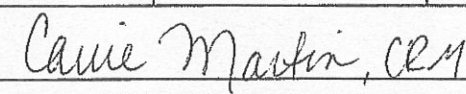
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Agency No	Agency / Division / Section	Retention Period				Security	Archival	State Records Center	Vital	Remarks
Item Number	Records Series Title	In Office	In Storage	Total Retention						
1	Manual Check Requests	ACT+ 1FY	3FY	ACT+ 4FY	M	S	Y	U	ACT= until the end of the FY created or received.	
2	Recoveries	ACT + 3FY	0	Act +3 FY	P	S	N	V	Active = Until the end of the FY in which the matter is closed.	
3	Hurricane Recoveries	ACT + 3FY	0	ACT + 3FY	P	S	N	V	Active = Until the end of the FY in which the project is closed out. Subject to Federal audit	
4	Payables	ACT + 3FY	0	ACT + 3FY	P	S	N	V	Act = until end of FY created or received.	
5	Voided Check Summaries (Reconciliation Reports)	ACT+ 3FY	0	ACT+ 3FY	P	S	N	I	ACT= until the end of the FY in which the record is created or received.	
6	Correction Documents (J forms)	ACT+ 3FY	0	ACT+ 3FY	P	S	N	I	ACT= until the end of the FY in which the record is created or received.	
7	Contract Payment Reports (STARS Reports)	ACT + 3FY	0	ACT + 3FY	P	S	N	U	Act = until end of FY created	
8	Travel Documents	ACT+ 1FY	2FY	ACT+ 3FY	C	S	Y	I	ACT= until the end of the FY in which the record is created or received.	
9	Bank Reconciliations	ACT+ 3FY	3FY	ACT+ 6FY	C	S	Y	V	ACT= until the end of the FY in which the record is created or received.	
10	Budget Requests	ACT + 20 FY	0	ACT + 20FY	P	S	N	V	Active = Until end of the FY in which matter is closed	

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Indicate Use of Form

X RENEWAL

__ADDENDUM PAGE

Remarks

Agency Abbreviations
CORA – Cost of Risk Allocation

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Records Retention Schedule

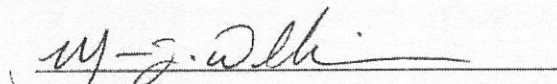
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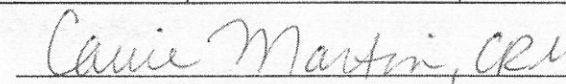
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804	Division of Administration/ Office of Risk management/Information Technology Unit								
Item Number	Records Series Title	Retention Period							
		In Office	In Storage	Total Retention					Remarks
1	Daily Check Process	ACT+ 6 Mo	4.5 FY	ACT+ 5 FY	P	S	N	V	ACT= until the end of FY created or received.
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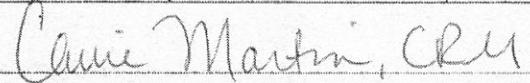
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Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital	Indicate Use of Form	
003.007	Department of Administration/ Office of Risk Management/ Underwriting								<input checked="" type="checkbox"/> ORIGINAL SUBMISSION	<input type="checkbox"/> RENEWAL
Item Number	Records Series Title	Retention Period			Security	Archival	State Records Center	Vital	Remarks	
		In Office	In Storage	Total Retention						
1	Account Design	Perm		Perm	P	R	N	V		
2	Bid Invitations and Correspondence	ACT+ 10 FY		ACT+ 10 FY	P	S	N	I	ACT= until the end of the FY in which the record was created or received.	
3	Builders Risk Premiums, Reports and Files	ACT+ 5 FY		ACT+ 5 FY	P	S	N	I	ACT= until the end of the FY in which the record was created or received.	
4	Exposure Files (Aviation, Marine and Property)	ACT+ 5 FY		ACT+ 5 FY	P	S	N	I	ACT= until the end of the FY in which the record was created or received.	
5	General Correspondence	ACT+ 5 FY		ACT+ 5 FY	P	S	N	I	ACT= until the end of the FY in which the record was created or received.	
6	Certificates of Insurance	Perm		Perm	P	R	N	V		
7	ORM Invoices	ACT+5 FY		ACT+ 5 FY	P	S	N	I	ACT= until the end of the FY in which the record was created or received.	
8	Policy and Correspondence Files	Perm		Perm	P	S	N	V		
9	Professional Correspondence	ACT + 1FY		ACT+1FY	P	S	N	V	ACT= Until the end of the FY in which document no longer applies, as determined by Underwriting personnel	
10	Key Contacts	ACT+1FY		ACT+1FY	P	S	N	I	ACT= Until the end of the FY in which document no longer applies, as determined by Underwriting personnel.	
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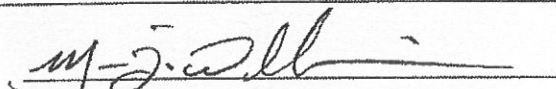
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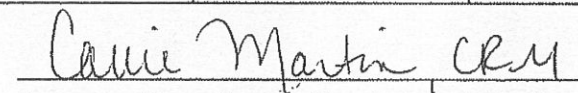
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Remarks			

Agency No	Agency / Division / Section				Security	Archival	State Records Center	Vital
003.007	Office of Risk Management/Division of Administration/Contracts Unit							
Item Number	Records Series Title	Retention Period						
		In Office	In Storage	Total Retention				
1	Attorney/Adjuster/Expert Contracts	ACT+ 3 FY	2 FY	ACT+ 5 FY	P	S	Y	V
2	Outside Agency Contract Approvals	ACT+ 1 FY	2 FY	ACT+ 3 FY	P	S	Y	I
3	"1524" Payment Forms	ACT+ 3 FY	2 FY	ACT+ 5 FY	P	S	Y	I
4	Requests for Proposals	ACT+ 3 FY	2 FY	ACT+ 5 FY	M	S	Y	I
5	Attorney Files	ACT+ 1 FY	4 FY	ACT+ 5 FY	M	S	Y	U
6	Adjuster Files	ACT+ 1 FY	4 FY	ACT+ 5 FY	P	S	Y	U
7	Expert Files	ACT+ 1 FY	4 FY	ACT+ 5FY	P	S	Y	U
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12-15-14
Date Signed

Camie Martin CRM
Secretary of State, State Archives & Records Services

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Date Approved